

State Agency Employee Parking Exemption Guidelines

Adopted by Interagency Task Force for Commute Trip Reduction

January 1997

The purpose of the employee parking exemption guidelines is to provide the director of the Department of General Administration (GA) criteria to use to grant an employee parking lease exemption to an agency or worksite in accordance with the requirements of RCW 43.01.240 (3). (*See below.*) The guidelines will be utilized by the leasing agents in GA's Division of Property Development. The final decision to grant an agency or worksite an exemption from eliminating additional parking leases for employees rests with the GA Director and will be granted on a case by case basis. *Note:* This law applies to **all** state-leased worksites, not just those affected by the commute trip reduction law (RCW 70.94.521-551).

RCW 43.01.240 (3): In order to reduce the state's subsidization of employee parking, after July 1997 agencies shall not enter into leases for employee parking in excess of building (*zoning*) code requirements, except as authorized by the director of general administration.

The intent of the law is to reduce the state's subsidization of employee parking by reducing the number of parking stalls agencies lease for their employees beyond those that "come with the building." Reducing the amount of parking available to employees is a tool that helps reduce the number of single occupant vehicles commuting to a worksite and is consistent with the commute trip reduction law, RCW 70.94.521 (2). Where there is plenty of parking available to employees, there is no disincentive for employees to use an alternative commute mode. *Note:* Institutions of Higher Education are exempt from this section of law.

There are two elements: existing parking leases and new parking leases.

Existing Leases:

GA's Division of Property Development (DPD) is the leasing agent for the state. Agencies are required to use DPD when renewing or securing a building lease.

DPD will honor space parking requests that are currently being negotiated. Unless there is a request for an exemption, requests for the renewal of additional parking leases (those that include "extra" employee parking) will not be allowed beyond June 1997. Lease renewal requests received by GA after January 1, 1997 will follow this policy. Parking lease requests that would begin prior to July 1, 1997 will be negotiated with the intent of the law in mind. If an agency or worksite is unable to complete the process for an exemption, DPD will work to secure a short-term extension (up to six months) to allow the agency or worksite time to complete the process.

Prior to requesting an exemption, agencies/worksites must complete the following steps:

- ◇ Identify lease(s) for additional employee parking beyond what “comes with” the building lease (outside leases).
- ◇ Determine the zoning code requirements for the worksite. (DPD has zoning codes).
- ◇ If the worksite’s parking does not exceed jurisdictional zoning code requirements and the additional parking lease does not bring the total number of spaces beyond the zoning code, then the worksite does not have to do any more. Note: At worksites where there are fewer parking spaces than employees, parking must be allocated with no preference given to managers. RCW 43.01.240 (3)
- ◇ If the current building lease includes parking and exceeds code (without any extra parking leases) and the worksite does not have a need for all of the parking that is included in its lease, the agency should explore the possibility of reducing the number of parking spaces included in the lease when the lease is up for renewal or explore shared parking with other worksites nearby (state or private).
- ◇ If it is determined that the worksite’s additional parking lease(s) are used for employee parking only, the agency must convene a parking committee per RCW 43.01.240 (2) to recommend to the agency director whether to:
 - 1) Eliminate the additional employee parking lease(s); or
 - 2) Request an exemption to keep the additional employee parking lease(s).
- ◇ If the decision is to eliminate the additional parking lease(s), the process is complete. Note: Eliminating additional employee parking lease(s) does not mean that employees cannot lease the spaces, just that the agency cannot. The agency should work with the landlord to set up a system where the employees can lease the parking spaces directly from the property owner and not through the agency.
- ◇ If the decision is to request an exemption and to keep the additional parking lease(s), the agency must reconvene the parking committee as directed in RCW 43.01.240 (2) to consider imposing parking fees to meet the directive of eliminating the lease and/or to determine if the agency meets the exemption criteria.

Exemption Criteria:

- ◇ Agency/worksite has adopted a parking policy and has analyzed its parking situation per the *State CTR Plan Parking Guidelines*, August 1995. (Required)
- ◇ Preferential parking program for car and vanpools has been implemented. (Required)
- ◇ Zoned parking program (including overbooking) has been implemented. (Required)
- ◇ Other employee parking options have been explored. For example, shared parking with other worksites and/or nearby businesses, churches, or schools. (Required)
- ◇ Additional parking lease(s) for employee parking beyond what comes with the building are already in place. (Cannot request if there is not a current lease.) (Required)
- ◇ There is an extraordinary need for customer/visitor parking. For example, the need for customer parking is so great that all spaces that come with the building lease are used before any employee parking is even considered. (Documentation required) *See Attachment A*

- ◇ Exemption being requested does not provide employee parking (SOV and HOV) to more than 65% of the total number of employees for worksites that are not located in CTR zones. For worksites located in CTR zones, the number of parking spaces for employees may not exceed a number equal to the 35% reduction goal from the 1992 base year values. (Documentation required.) *See Attachment B*
- ◇ Prior to a worksite being granted an exemption, a parking fee program must be proposed per RCW 43.01.240 (2), so that the agency's costs for the additional parking lease(s) for employees are eliminated. If parking is already charged, a review to ensure that the parking costs are being covered must be completed. *Note:* This must be completed before the exemption can be requested. (Required)
- ◇ Documentation of other extraordinary circumstances requiring the requested parking.

New Leases:

- ◇ Determine the number of parking spaces allowed in the local zoning code. (DPD can provide.)
- ◇ A worksite or agency wanting to request additional employee parking must request an exemption. The request must follow the criteria established for current leases.

ATTACHMENT A
Visitor Parking Requirements

Visitor/client parking requirements will vary by agency and by function. To determine the number of visitor parking spaces required at the worksite, the average peak-hour number of visitors/clients needs to be established.

1. Conduct a survey to determine the highest number of visitors at any one time each day. The survey should be conducted over two or more weeks to get an accurate picture. Depending on agency functions, this might be done by counting the number of visitors arriving within any one hour using visitor sign-in logs, reception desk tallies, customer service counter tallies, or counting visitor automobiles several times a day, etc. Record the highest number for each day.
2. List the high number for each day of the survey. Discard the highest number and the lowest number. Average the remaining numbers to determine visitor space requirements.

Each worksite needs to evaluate how important it is to their program(s) to provide on-site parking for visitors and to determine if other parking is available in the vicinity. Where there is ample public parking available within a 2 to 3 block radius, there may be a lesser need to provide visitor parking at the worksite.

ATTACHMENT B
Worksheet for Determining Worksite Parking Requirements

1. **Local Zoning Code Requirements:** 1 (one) space per _____ square feet.
(Note: If there is no local code, use 1 space per 400 square feet.)

$$\frac{\text{_____}}{\text{(total leased SF)}} \div \frac{\text{_____}}{\text{(code SF)}} = \frac{\text{_____}}{\text{(# spaces allowed in code)}}$$

2. **Parking Requirements:**

- a. # Spaces for agency owned/leased vehicles requiring parking: _____
- b. # Visitor parking spaces required (per Attachment A): _____
- c. # Service/Other spaces required: (drop-off; delivery vehicles only; 15-minute stalls; transit only stalls; etc.) _____
- d. # Employee spaces allowed (per these guidelines) for worksite:
(Note: employee spaces include space for car/vanpools, disabled, and zoned stalls)

- (1) Within a CTR zone:

$$\frac{\text{_____}}{\text{1992 Baseline}} \% \times \frac{\text{_____}}{\text{\# of worksite employees}} \times .65 = \frac{\text{_____}}{\text{(\# of stalls)}}$$

OR

- (2) Outside a CTR zone:

$$\frac{\text{_____}}{\text{\# of worksite employees}} \times .65 = \frac{\text{_____}}{\text{(\# of stalls)}}$$

- e. Conference/Training Center participant/student parking requirements:
For designated training/conference center facilities only:

- (1) Average number of days per week events occur: _____
- (2) Average number of non-worksite participants/students per event: _____
- (3) Average simultaneous/overlapping events per day: _____
- (4) Average number of non-worksite participants/students per day::
(average # of participants times average # overlapping events) _____

(Continued on next page)

- (5) # of non-worksite participants/students who can be accommodated

within visitor and employee parking _____

(6) # of participants who can be accommodated in off-site public parking: _____

(7) # of spaces required for non-worksite participation/students:
[(4) - (5) - (6)] = _____

Note: Parking for occasional staff meetings and training sessions common to most state agencies should be accommodated from within existing visitor and employee parking areas, without additional parking being provided. *To qualify for additional parking, training and conferencing must be a designated primary purpose of the facility.*

Total parking requirements for the worksite: _____

- ◆ If zoning requirements exceed the total parking requirements for the worksite as determined above, no further action is needed.
- ◆ If the total parking requirements exceed the zoning code, an exemption must be requested by the agency and approved by the Director of the Department of General Administration. A completed copy of the parking worksheet must accompany a request for exemption.